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DEC 1953

MEMORANDUM TO: Chief, Transportation Division
Acting Chief, Supply Division
Chief, Procurement Division
Chief, Real Estate & Construction
Division
Chief, Coordination & Requirements Staff
Chief, Special Staff
Asst. Chief for Operations
Acting Chief, Inspection & Review Staff
Chief, Admin. Staff

FROM : Chief of Logistics

SUBJECT : Review of Logistics Office Organization, Functions
and Staffing

1. As provided in the statement of Logistics Office major objectives for Fiscal Year 1954, a review will be made of the organization, functions and staffing of all Logistics Office organizational elements. It is believed that this review is particularly necessary and appropriate at this time since we have been operating under our approved organization for approximately 8 months. By this time, we should have "shaken down" organizationally, procedurally and from work distribution and staffing stand-points. It is quite probable that some changes in organizational structure and assignment of functions are now in order.

2. The recently imposed staffing limitation increases the need to assure that the Logistics Office is making maximum utilization of all available manpower. In addition to providing this assurance, it is expected that this study will reflect those activities for which additional staffing is essential, thus furnishing added justification of our requirements to higher echelon in instances where we are unable to provide for our needs by internal adjustment.

3. The Inspection & Review Staff is assigned responsibility for conducting this review. It is my desire that you cooperate in every way possible to enhance the benefit the Logistics Office will receive from the review. The Acting Chief, I & R Staff, will contact you directly with regard to the development of a schedule and to outline procedures and methods that will be followed.

JAMES A. GARRISON

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LO/I&R/JAS:ae (4 Dec. 1953)

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